

# **AGENDA**

*Advisory Board Winchester Department of Social Services*

*Thursday, September 25, 2014, 4p.m.*

*24 Baker Street, Winchester, VA 22601*

## ***Call to Order***

## ***Approval of Minutes***

*July 24, 2014*

## ***Announcements***

## ***Staff Report***

*Management Team Report*

*Family Services Team—Jaimi Lineberg*

*Child Protective Services Team—Sarah Wingfield*

*Benefit Programs Team--Cindy Cooper & Vicki Whitmore*

*Self Sufficiency Team-- Georjean Coco*

*Administration Team-- Nancy Valentine*

*Social Services Vacancy Report*

*Social Services Food Pantry*

*Social Services Heater Fund Update*

*McCrory Fund*

## ***Board Activities***

*Public Relations*

*Adoption Awareness Month—November 2014*

## ***Old Business***

*Status of Member Recruitment*

*Foster Care Holiday Giving – Jaimi Lineberg*

*Community Partner Awards – Amber Dopkowski*

## ***New Business***

*Mandated Reporter Training – Sarah Wingfield*

*Comprehensive Services Act Presentation – Karen Farrell*

## ***Date and Location of Next Meeting***

*November 20, 2014, 4pm, Winchester Social Services*

## ***Adjournment***

## Minutes

Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, July 24, 2014

**Members Present:** Betty Curtis, Marie Imoh, Nathaniel Prezzy, Tricia Stiles, Les Taylor, Patrick Wingfield, Eden Freeman

**Members Absent:** Rex Marshall, Kathy Tagnesi

**Staff/Guests:** Amber Johnson (WDSS Director), Georjean Coco (WDSS Asst. Director), Cindy Cooper (WDSS Benefits Supervisor), Vicki Whitmore (WDSS Benefits Supervisor), Jaimi Lineberg (WDSS Family Service Supervisor), Nancy Valentine (WDSS Finance Supervisor), Connie Greer (WDSS Fiscal Assistant), Dave Stegmaier (Director of Community Outreach, U.S. Representative Frank Wolf's office)

### RECAP OF BOARD VOTES:

#### Motions:

Motion to Adopt Minutes of June 26, 2014 Advisory Board Meeting

Motion to adjourn Advisory Board Meeting

#### Action:

1<sup>st</sup>: Tricia Stiles

2<sup>nd</sup>: Les Taylor

1<sup>st</sup>: Nathaniel Prezzy

2<sup>nd</sup>: Eden Freeman

#### Status:

Approved

Unanimously

Approved

Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"><li>The meeting was called to order at 3:59 pm by Nathaniel Prezzy, Chair</li></ul>	<ul style="list-style-type: none"><li>Ms. Stiles motioned to approve the June 26, 2014 Meeting Minutes; Mr. Taylor seconded the motion. The motion was approved unanimously.</li></ul>
Announcements		<ul style="list-style-type: none"><li>Welcome to new City Manager Eden Freeman. She is planning a visit to the Social Services Department on August 5, 2014.</li><li>Upcoming conference October 22, 2014 at 9 a.m. – "Strengthening and Empowering Families Through Community Connections." More information to come.</li><li>National Night Out on August 5, 2014, 6 p.m. to 9 p.m. "America's Night Out Against Crime," an effort to promote community involvement in crime prevention activities, police-community partnerships, and neighborhood camaraderie.</li></ul>
Staff Report	<ul style="list-style-type: none"><li>Management Team Report<ul style="list-style-type: none"><li>Benefits Team</li></ul></li></ul>	<ul style="list-style-type: none"><li>Ms. Whitmore reported that the Benefits Team is currently fully staffed with several new workers. The average workload is approximately 352 cases per worker. The Team continues to work through issues with the new VACMS system. There are no</li></ul>

## Minutes

Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, July 24, 2014

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>○ Self-Sufficiency Team</li> <li>○ Family Services Team</li> <li>○ Child Protective Services Team</li> <li>○ Administrative Services</li> <li>• Social Services Staffing Report</li> <li>• Social Services Special Accounts                             <ul style="list-style-type: none"> <li>○ Food Pantry</li> <li>○ Heater Fund</li> <li>○ McCrory Fund</li> </ul> </li> </ul>	<p><i>major policy changes at this time.</i></p> <ul style="list-style-type: none"> <li>• Ms. Cooper reported her Team is fully staffed and the Team is getting train on all the new systems.</li> <li>• Ms. Coco reported that the Self-Sufficiency Team has one vacancy.</li> <li>• Ms. Lineberg reported that the Family Services Team had recently hired a new Family Services Specialist IV. There were currently 3 youth in trial home visits and 3 youth in relative placements.</li> <li>• Ms. Wingfield reported there is still an opening for a Family Services Specialist I. Also there were new CPS laws effective July 1, 2014.</li> <li>• Ms. Valentine reported the front-desk staff continues to support the Benefits Team with VACMS processing. A large volume of walk-in traffic continues.</li> <li>• The Agency has recently hired Dot Sirna as the Benefit Programs Fraud Investigator. The Family Services Specialist IV is in background check. The Agency is interviewing candidates for the Family Services I Specialist. There is a job posting listed for the Self Sufficiency Specialist.</li> <li>• Current Balance \$252.25</li> <li>• Current Balance \$415.17; 25 heaters available</li> <li>• Current Balance \$197,822.80</li> </ul>
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• PR Committee Report</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption Awareness month is November 2014</li> </ul>
<b>Old Business</b>	<ul style="list-style-type: none"> <li>• Status of Member Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• There is one (1) vacancy on the Board. City Council is interviewing potential candidate for vacancy.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• McCrory Fund Overview</li> <li>• FY2015 Budget Update</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Coco reviewed the history and purpose of the McCrory Trust.</li> <li>• Ms. Johnson and Ms. Valentine</li> </ul>

## Minutes

Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, July 24, 2014

Item	Discussion	Action
	<ul style="list-style-type: none"><li>• Child Welfare &amp; Parental Substance Abuse Presentation</li><li>• Foster Care Holiday Giving</li></ul>	<p><i>reviewed the FY2015 Operating Budget. The allocations are the same as FY2014. The total FY2015 Operating Budget is \$4,690,000; with a Local Share of \$1,480,953.87 (31.58%). This amount does not include funds for the Comprehensive Services Act (CSA). The CSA 2015 Allocation is \$1,176,583 of which approximately 41% will be local share.</i></p> <ul style="list-style-type: none"><li>• <i>Ms. Dopkowski discussed the Substance Abuse/Mental Health Plan as it relates to the City of Winchester's Strategic Plan See attachment for outline of plan.</i></li><li>• <i>Ms. Lineberg talked about the local businesses and organizations that work with Social Services to provide Christmas gifts and stockings for children in foster care and at-risk families in the community. Advisory Board members were encouraged to participate in planning and preparation if they are interested.</i></li></ul>
<b>Date and Location of Next Meeting/Adjournment</b>	<ul style="list-style-type: none"><li>• <b>The next Social Service Advisory Board meeting will be Thursday, September 25, 2014, 4:00 pm in the DSS Board Room.</b></li></ul>	<ul style="list-style-type: none"><li>• <i>Ms. Curtis motioned to adjourn the meeting at 5:00 pm. Mr. Taylor seconded; the motion passed unanimously.</i></li></ul>


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachments: Winchester Department of Social Services Advisory Board Meeting July 24, 2014 Presentation

**Winchester Department  
of Social Services  
Advisory Board Meeting  
July 24, 2014**

People helping people triumph over poverty, abuse and  
neglect to shape strong futures for themselves, their  
families and communities.



## Announcements

- Welcome Eden Freeman, City Manager
- Upcoming Conference October 22, 2014, 9am—  
"Strengthening and Empowering Families Through  
Community Connections." More information to come.
- National Night Out August 5, 2014, 6pm to 9 pm  
"America's Night Out Against Crime", an effort to promote  
community involvement in crime prevention activities,  
police-community partnerships, neighborhood  
camaraderie

## Management Team Report

- Family Services Team—Jaimi Lineberg
- Child Protective Services Team—Sarah Wingfield
- Benefit Programs Team—Cindy Cooper & Vicki  
Whitmore
- Self-Sufficiency Team—Georjean Coco
- Administration Team—Nancy Valentine

## Social Services Staffing Report

- Benefit Programs Fraud Investigator—Dot Sirna
- Family Services Specialist IV—Applicant submitted to  
background
- Family Services Specialist I—Interviewing applicants
- Self Sufficiency Specialists--Posted

## Special Accounts

- Social Services Food Pantry--\$252.25 balance
- Social Services Heater Fund--\$415.17 fund balance; 25  
heaters available
- McCrory Fund--\$197,822.80

## Board Activities

- Public Relations Committee
  - Adoption Awareness Month November 2014

## Old Business

- Status of Member Recruitment

## New Business

- McCrory Fund Overview—Georjean Coco
- FY2015 Budget Update—Nancy Valentine & Amber Dopkowski
- Child Welfare & Parental Substance Abuse—Amber Dopkowski
- Community Partner Awards—Amber Dopkowski
- Foster Care Holiday Giving—Jaimi Lineberg

## McCrory Fund

Georjean Coco

## FY2015 Budget Update

Nancy Valentine & Amber Dopkowski

## FY2015 WDSS Operating Budget

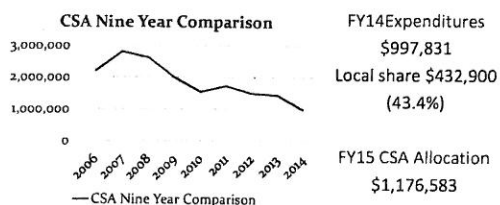
\$3,308,200--FY15 Administration Budget  
Local share \$1,369,249 (40.03%)

\$1,381,800--FY 15 Program Budget  
Local share \$111,703.91 (8%)

\$4,690,000 --Total FY2015 Operating Budget  
Total Local share \$1,480,953.87 (31.58%)

*\*local share estimate based upon historical revenue trends  
\*does not include CSA Budget*

## Comprehensive Services Act (CSA)



## Parental Substance Abuse and Child Welfare

Strategic Plan Target:  
Substance Abuse/Mental Health Action Plan

### Initiative: Substance Abuse/Mental Health

#### Activities/Milestones:

- 1. Appoint Community Service Board (3/14)
- 2. Community Services Board: Report on Community Needs (12/14)
- 3. Substance Abuse Report (6/14)
- 4. The Alliance Report (6/14)

### Reports of Primary Caregiver Substance Use—FY2013

❖ 27% of child abuse and neglect referrals made to WDSS in FY2013 indicated the primary caregiver had an issue with drugs and/or alcohol

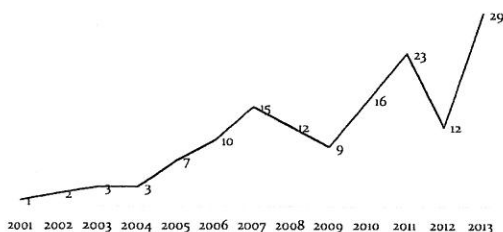
❖ State average of alleged primary caregiver use is 11%

### Foster Care Entries—FY2014

In FY2014, 15 children entered foster care due to the primary caregiver abusing drugs and/or alcohol

Opiate use by the primary caregiver was reported in 80% of those removals in FY14

### Substance Exposed Infant Referrals



### Court Involved Youth

Currently 86% of youth designated as "On Notice" have been identified with a substance abuse problem

"On Notice" designation indicates Court has identified the youth is at risk of foster care entry due to truancy and/or delinquency

## WDSS Efforts

- Training of WDSS Staff
  - Understanding Substance Abuse as a Disease Model
  - Treatment & Safety Planning
  - Recognizing Substance Use
  - Drug Testing Results
- Examination of Internal Drug Screening Protocols
- Increased Reporting to Law Enforcement
- Strengthening Joint Investigation with WPD
- Data Collection
- Community Resources Listing

## Community Partnerships

- Northern Shenandoah Valley Drug Task Force
- Winchester-Frederick Heroin Task Force
  - Focus:
    - Grant Opportunities
    - Community Models
    - Community Outreach
- NSV Alliance for Children, Youth and Families
- Substance Exposed Infant Taskforce (Partnership with Valley Health)
- Northwestern Community Services Board

## Advisory Board

### Community Partner Awards

The Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

## Foster Care Holiday Giving

Jaimi Lineberg

## Next Meeting

Winchester Social Services Advisory Board

September 25, 2014, 4pm

Winchester Social Services  
24 Baker Street  
Winchester, VA 22601  
Boardroom



Winchester Department of Social Services  
FIPS 840  
SFY 2015 LASER Budget Allocation

Budget Line	Budget Line Description	Federal/State	Local	Total
804	Auxiliary Grants	140,423	35,106	175,529
808	TANF Manual Checks	1,000	0	1,000
810	TANF Emergency Assistance	500	0	500
811	IV-E (AFDC) Foster Care	232,627	0	232,627
812	IV-E Adoption Subsidy	409,781	0	409,781
813	General Relief	0	0	0
817	Special Needs Adoption	100,150	0	100,150
819	Refugee Resettlement	0	0	0
820	Adoption Incentive	0	0	0
829	Family Preservation (SSBG)	2,628	482	3,110
833	Adult Services	1,129	282	1,411
843	Central Service Cost Allocation	0	0	0
844	SNAPET Purchased Services	0	0	0
848	TANF - UP Manual Checks	1,000	0	1,000
855	Local Staff and Operations	1,585,621	290,854	1,876,475
858	Local Staff and Operations Pass-Thru	328,733	785,616	1,114,349
861	ILP Education & Training Vouchers - PS	2,451	0	2,451
862	Independent Living Program - PS	4,974	0	4,974
864	Foster Parent Respite Care	2,160	0	2,160
866	Promoting Safe and Stable Families - PS	18,807	3,450	22,257
867	Emp. Advancement for TANF Participants	0	0	0
872	VIEW Purchased Services	7,057	1,294	8,351
873	FC Approved Child Welfare Training - PS	0	0	0
875	IV-E App Foster/Adopt Parent, Vol, & CW Trng	0	0	0
890	CDC - Quality Initiative Program	7,842	1,439	9,281
895	Adult Protective Services	4,806	882	5,688
897	SNAPET Purchased Services Pass-Thru	0	0	0
<b>LOCALITY TOTAL LASER ALLOCATION</b>		<b>2,851,690</b>	<b>1,119,404</b>	<b>3,971,094</b>

RECEIVED  
MAY 17 2014  
Winchester Department  
of Social Services

**DEPARTMENT OF SOCIAL SERVICES  
BUDGET MATCH RATE ESTIMATES  
FOR FISCAL YEAR ENDING MAY 31, 2014**

<b>BL</b>	<b>Budget Line Description</b>	<b>Federal/State</b>	<b>Local %</b>
855	Staff and Operations	84.50%	15.50%
		84.50%	15.50%

**Pass-throughs**

* 858	Staff and Operations Pass-Thru	26.00%	74.00%
* 873	FC Approved Training Activity Contractual Expenses	36.40%	63.60%
* 875	IV-E App Foster/Adopt Parent, Volunteer, & CW Worker Trng	24.20%	75.80%
897	FSET Purchase Services Pass-Through	50.00%	50.00%

**Client Purchased Services Only**

820	Adoption Incentive	100.00%	0.00%
829	Family Preservation (SSBG)	84.50%	15.50%
844	FSET Purchased Services	84.50%	15.50%
861	ILP Education and Training Vouchers	100.00%	0.00%
862	Independent Living	100.00%	0.00%
866	Family Preservation / Support - Purch. Services	84.50%	15.50%
872	VIEW Purchased Services	84.50%	15.50%
890	CDC - Quality Initiative Program	84.50%	15.50%
895	Adult Protective Services	84.50%	15.50%

**Assistance/Purchased Services**

804	Auxiliary Grants	80.00%	20.00%
808	TANF - Manual Checks	100.00%	0.00%
810	TANF - Emergency Assistance	100.00%	0.00%
811	IV-E Foster Care	100.00%	0.00%
812	IV-E Adoption Subsidy & Non-Recurring Expenses	100.00%	0.00%
813	General Relief	62.50%	37.50%
817	State Adoption Subsidy & Special Service Payments	100.00%	0.00%
819	Refugee Resettlement	100.00%	0.00%
833	Adult Services	80.00%	20.00%
843	Central Services Cost Allocation Pass-Through (Approximately)	50.00%	50.00%
848	TANF - Up Manual Checks	100.00%	0.00%
864	Respite Care	100.00%	0.00%
867	Employment Advancement for TANF Participants	100.00%	0.00%
871	View Working and Transitional Day Care	100.00%	0.00%
878	Head Start Transition To Work	100.00%	0.00%
881	Non-View Day Care	100.00%	0.00%
883	Non-View Day Care 100% Federal	100.00%	0.00%

\* Varies Quarterly